



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361-0001

IN REPLY REFER TO

NAVAIRINST 5220.13F  
AIR-710  
30 Nov 88

NAVAIR INSTRUCTION 5220.13F

From: Commander, Naval Air Systems Command

Subj: CORPORATE RESOURCE MANAGEMENT SYSTEM

Ref: (a) COMNAVAIR ltr 5400 Ser AIR-7121E/0226 of 16 Mar 88  
(b) COMNAVAIR memo 5779 memo 88 of 22 Apr 88, "NAVAIR 90 Study"

1. Purpose. To promulgate policies for executing resources management and planning within the Naval Air Systems Command (NAVAIR) and continue the Joint Assistant Commanders Review Board (JACRB).
2. Cancellation. This instruction supersedes NAVAIR Instruction 5220.13E of 27 February 1987. Since this is a major revision, changes are not indicated.
3. Background. The Commander, Naval Air Systems Command (COMNAVAIR) manages numerous diversified development and acquisition programs using the manpower resources of the Naval Air Systems Command (NAVAIR), contractors, and research and development centers. In meeting new and emergent program requirements, corporate resource management, planning, and control of personnel resource utilization becomes paramount to ensure effective and efficient use of resources. To facilitate corporate resource management, planning, and control of personnel resources utilization, COMNAVAIR developed and implemented in 1978 a resource planning system to track resources supporting program managers, AIR (PMA's). Additionally, the JACRB was established as a corporate body to evaluate past resources utilization and to review and approve requirements and allocations proposed for each fiscal year (FY). In 1982, the system was expanded to include all headquarters programs. By reference (a), the Corporate Resource Management System (CRMS) was approved for implementation, effectively consolidating into a central data base the standard elements of the resource planning system, the field activity workload assessment requirements system, and the product support workload requirements system. This CRMS data base is utilized by and for the support of COMNAVAIR and NAVAIR field activities.
4. Policy. The JACRB was initially established to conduct annual resource plan reviews during the quarter just preceding the start of each fiscal year covered by such plans (September 19XX for FY XX+1). Reference (b) required that the functions and process of the JACRB be improved and expanded. Consequently, the JACRB role has been expanded to encompass not only the annual reviews previously performed, but also the prioritization and allocation of resources, including manage to payroll requirements at the Naval Air Systems Command Headquarters (NAVAIRHQ). The JACRB also addresses and makes recommendations to the Deputy Commander on resource issues which occur throughout the year. The NAVAIRHQ JACRB membership shall consist of the Deputy



Commander (AIR-07) as the permanent chairperson and the following as permanent members:

- a. Deputy Acquisition Executive for Operations (AIR-01A);
- b. Executive Director for Contracts Management (AIR-02A);
- c. Deputy and Technical Director, Research and Technology Directorate (AIR-93A);
- d. Deputy Director for Fleet Support and Field Activity Management (AIR-04A);
- e. Executive Director for Acquisition Management, Systems and Engineering Directorate (AIR-05A);
- f. Deputy Comptroller (AIR-08A); and
- g. Director, Corporate Management Directorate (AIR-71).

5. Objectives. The basic objective of the corporate resource management planning process is to provide a structured corporate management forum to review resource plans and to strive for the most efficient and effective use of the established matrix management operation considering such factors as

- a. whether functional manpower allocation is adequate in quantity;
- b. whether the character and scope of tasks assigned to shore activities are appropriate in view of their missions and current policy;
- c. whether the planned use of contractor manpower is appropriate and provides an appropriate NAVAIRHQ unit to manage the contract and retain adequate corporate memory; and
- d. whether various contractor support services (CSS) requirements, which by their similarity of end product, lend themselves to being consolidated into an omnibus contract.

6. Action

- a. JACRB members will establish points of contact to assume coordination responsibility for their respective groups.
- b. The Plans, Policies and Resources Division (AIR-710) will inform all JACRB members and group managers for the CRMS on the CRMS JACRB schedule at least 10 working days prior to the first JACRB. The CRMS group managers will immediately inform all codes, as applicable.

c. All NAVAIRHQ and field activity personnel will conduct resource planning following the schedule and procedures contained in reference (a). Resource planning summaries for FY 19XX+1 are required for all direct support to NAVAIR programs being performed by

- (1) NAVAIRHQ personnel;
- (2) contractors (CSS and other contractor effort);
- (3) NAVAIR field activity personnel;
- (4) non-NAVAIR field activity personnel;
- (5) external commands or government agencies; and
- (6) research and development (R&D) center personnel.

d. Deputy program managers will act as focal points for resource planning for their program within their respective program office. As such they will provide guidance and direction to functional specialists (herein after referred to as work sponsors) on workload funding requirements and will be responsible for the overall program effort.

e. Work sponsors will task and direct appropriate field activities and R&D centers to provide technical support for their programs.

f. Work sponsors will coordinate, review and validate field activity resource planning information and field activity inputs to the CRMS.

g. The JACRB will review all resource plans for the approaching FY during the quarter preceding the start of the FY. The results of the review will include

- (1) approval in principle of the plan, as presented, or when not approved, direction(s) for modification;
- (2) commitment by the assistant commanders to provide the level of support proposed in the plan, or to specify an alternative level of support;
- (3) resolution of major unresolved group issues; and
- (4) proposed group resource alignments if required.

h. Upon completion of the annual review, the JACRB will submit finalized decisions and recommendations to AIR-07 for approval. AIR-07 will then issue a decision memorandum implementing the approved decisions and recommendations of the JACRB.

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i. Work sponsors will be required to review the data contained within the CRMS on a semiannual basis, or as necessitated by program/resource changes, to alleviate the overload of data entry and review prior to the JACRB. This semi annual review of CRMS data will both improve the accuracy of the reported data and eliminate the duplication of effort by work sponsors.

7. Data Submittal. The data requested in paragraph 6 above are prepared in conjunction with the JACRB and are exempt from report control by OPNAV Instruction 5214.7.

  
R. V. JOHNSON  
Deputy Commander

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